

<b>ORGANIZATION:</b>	City of Sherwood
<b>LOCATION:</b>	Sherwood, Oregon
<b>DIVISION:</b>	Community Development
<b>DEPARTMENT:</b>	Planning
<b>FLSA STATUS:</b>	Exempt
<b>JOB TITLE:</b>	Planning Manager – Pay Group E

**DATE:** 2012

**PURPOSE OF POSITION:**

In a management capacity, and as a subject matter expert, lead staff, perform advanced and complicated professional planning work in such areas as land use, City and regional planning, community development, environmental and natural resources; economic development, and transportation planning. Prepare reports, budgets and make presentations. Direct, supervise and evaluate department personnel in the performance of their duties.

**ESSENTIAL JOB FUNCTIONS:**

Manage department workload and recommend adjustment in staffing, project priorities or time frames as needed to ensure department and Council goals are met.

Manage staff as they perform their work duties to ensure work is done effectively, efficiently and consistent with accepted practices including customer service, planning practice, and City policies.

Oversee and participate in the development, analysis and evaluation of comprehensive plans and planning alternatives and strategies that meet identified and anticipated goals and objectives of the City and satisfy local, regional, state, and federal planning standards.

Prepare, present and manage departmental annual budget.

Interpret and administer ordinances, zoning regulations and other City, County, State and Federal regulations relating to zoning, subdivision and development issues.

Ability to conduct complex and simple land use reviews including participating in land use hearings, determining conditions which must be met prior to the development of a site, and coordinating with the applicant, public staff and agencies to ensure the project meets all applicable standards. Draft Comprehensive Plan and Map policies and development related ordinances to comply with statewide standards or to respond to community needs. Coordinate with City Attorney on legal analysis related to land use issues

Prepare and present public information and citizen educational materials to ensure citizen involvement in City activities.

Act as the primary liaison to the Planning Commission.

Respond to inquiries from the public, elected officials, special interest groups, and others regarding planning issues. Prepare and present staff reports and findings on various planning issues. Prepare technical information and advice, perform resulting follow-up and research as necessary.

Represent the City through participation in local, regional and/or state project management and technical advisory teams.

Maintain cooperative working relationships with City staff, other organizations, and the general public. Openly and effectively communicate and coordinate with the other staff members to ensure the City functions as a whole.

Follow all safety rules and procedures for work areas.

May be responsible for other duties not listed as assigned.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

Prepare grant applications and monitor approved grants to ensure project is completed in accordance with applicable funding conditions and reporting requirements are met.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of planning concepts, principles, techniques and practices. Considerable knowledge of laws, codes, rules, regulations and ordinances applied to land use planning and legal descriptions. Ability to comprehend and interpret land use laws, rules and regulations; communicate effectively both verbally and in writing; act as an informational resource and facilitate communication in public hearings; prepare clear and concise reports; prepare charts and maps. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field and eight years of professional planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Minimum three years of supervisory experience.

**SPECIAL REQUIREMENTS/LICENSES:** None.

**DESIRABLE REQUIREMENTS:** AICP Certification. Completion of a Master's program in Urban Planning or closely related field.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for supervising two to five FTE.

**SUPERVISION RECEIVED:**

Works under the direction of the Community Development Director.